# Guidelines for Requesting Prior Year Corrections to State Aid or Budget Capacity (ARS§15-915)

1. **PLEASE NOTE:** Before requesting a 15-915 data correction, you must have your corrections ready to be uploaded

2. Write a letter on district or charter letterhead requesting a correction of state aid or budget capacity pursuant to A.R.S. 15-915. The letter must include the following:

   - Date
   - LEA Name and CTDS Number
   - Contact name, title, telephone number and extension, and an email address of the individual making corrections
   - Fiscal year and reason for the request
   - Details of data to be corrected. Documentation for the data correction(s) must be provided
     - **For Student Data**: Please provide SAIS ID, current data and corrected data for each requested change.  Example:

| SAIS ID | Existing Withdrawal Code | New Withdrawal Code |
|---|---|---|
| 123456789 | W4 | W1 |

       Please do not include student's personally identifiable information (first name, last name and/or date of birth)

     - **For Budget Data**: Please list the specific changes being requested (e.g., specific expenditure, current amount, and the corrected amount) and why the changes need to be made
     - NOTE:  additional documentation may be required after request is reviewed
   - Provide how you will be making the student data changes: SAIS Online or File Upload
   - The request must be signed by the business manager or higher authority
     - NOTE: Governing board approval is not required for 15-915 correction requests

3.  Please scan and email the letter and all corresponding documentation to:
   a. **For Student Data corrections**:  your account analyst, who can be found by clicking here: LEA Account Analyst
   b. **For Budget corrections**:  the Budget team at sfbudgetteam@azed.gov

       If you are not able to send the request via email, please mail communication to:
       **ADE – School Finance**
       **ATTN:** (Your Account Analyst OR "Budget Team")
       **1535 W. Jefferson St., Bin #13**
       **Phoenix, AZ 85007**

4. To expedite the processing of your 915, please adhere to all deadlines provided by School Finance. To learn more about the 915 process, check out the workflow found here.